

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Design and Project Management

ADDRESS1 1 Centre Street New York NY 1007

ADDRESS2

CONTACT NAME Inez Figueroa

E-MAIL lfigueroa@dcas.nyc.gov

PHONE (212) 386-0602

FAX

AGENCY DESCRIPTION (Max characters 3000)

The Real Estate Services (RES) Line of Service of the Department of Citywide Administrative Services (DCAS) is the real estate arm of the City of New York responsible for services such as leasing and acquisitions, architectural design and project management, real estate planning and dispositions, zoning and land use analyses, enforcement of space standards in office design and overseeing the equitable allocation of over 22 million square feet of privately owned space and 15 million square feet of City-owned space for agency use.

UNIT DESCRIPTION (Max characters 1000)

The Design & Project Management (D&PM) Unit is tasked with delivering comprehensive project management and design expertise to DCAS and NYC client agencies in order to fulfill their operational and space needs in support of their services to the general public. Reflective of that mission, D&PM is responsible for providing Project Management Services for the renovation of leased and city owned space including programming, preliminary design, scope of work development, cost estimating, furniture and equipment specifications, procurement coordination, space measurement verification and construction administration, among others. D&PM serves client agencies as facilitator in translating their operational needs into space needs that support their specific missions and their workforce.

POSITION TITLE (Max characters 100)

Intern : Interior Designer Architect

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Job responsibilities include, but are not limited to:

- Develop space planning drawings, as required, for various furniture manufacturers on the City's contract.
- Specify furniture finishes and coordinate with the project managers for end user approvals as necessary.
- Coordinate with furniture vendors the request for quotes, samples and design specifications.
- Review drawings and furniture manifests for accuracy and coordinate with project managers to get input from design consultants on specific projects, as required.
- Assist with process Furniture Purchase Orders in coordination with project managers.
- Assist in overseeing the furniture project budget.
- Coordinate furniture specifications with technology vendor as required and directed.

- Follow up with vendor on progress of PO and delivery dates.
- Coordinate deliveries and assist end users in receipt and generating furniture punch list.
- Coordinate with vendors on punch list completion.
- Review final invoices for Director's signature and payment.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

For Assignment Level I:

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

For Assignment Level II (Information Technology):

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or closely related field, including or supplemented by 9 semester credits in an acceptable course of study.

For Assignment Level III (Information Technology Fellow):

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or other area relevant to the information technology project(s) assigned, including or supplemented by 9 semester credits in an acceptable course of study. Appointments to this Assignment Level will be made by the Technology Steering Committee through the Department of Information Technology and Telecommunications.

SPECIAL NOTE

Maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be em

APPLICATION PROCESS (Max characters 700)

SALARY RANGE

\$15.50 - \$19.00

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

(Continued from qualifications)

Students may be employed full-time during their vacation periods.

Preferences:

Students enrolled in master's degrees in city planning or regional planning, public administration, related fields; and real estate background.

Candidates with New York City government experience, as well as land use experience in NYC zoning, ULURP applications and CEQR documents.

Students familiar with Microsoft Office, including Access and/or computer graphics knowledge, intermediate to advanced GIS, especially ESRI ArcGIS skills, good written, oral and interpersonal communication skills.